

**Michigan Department of Community Health**  
**Office of Recovery Oriented Systems of Care – Prevention & Treatment Section**

**INSTRUCTIONS FOR YOUTH INSPECTORS**  
**Retailer Compliance Checks**

1. Have your parent/guardian sign a permission slip/release for you to participate as a youth inspector in the Synar survey process (see an attached sample). You must submit this permission slip to the coordinator of this project to be eligible to participate.
2. Complete the training for youth inspectors provided in your area, and discuss the procedures for conducting the compliance check with your adult chaperone to assure that you are both comfortable with the process.
3. Dress as you would normally dress (this includes make-up). Do not attempt to make yourself appear older than you are.
4. When conducting the compliance checks your team does not want to give the impression of being together, *nor should you announce at any time the purpose of your visit.*
5. Survey the scene and plan your strategy for each outlet that you visit. The chaperone should park out of view of the outlet clerk and enter the outlet separately. You may need to be dropped off a block before the outlet. This is to deflect any later criticism that perhaps the clerk thought the cigarettes were for the "parent" in the car. *If you notice that the outlet has an admittance policy posted that includes an age restriction that prohibits youth from entering the outlet, do not enter. Please record on the report form that you could not inspect the outlet because of an age restriction.*
6. Survey the outlet. Look for the location of the tobacco products and the Youth Tobacco Act (copy attached) sign prohibiting the sale of tobacco to minors. Common locations for the signs are near the cash register, near the tobacco products or on the door. Please note: A *We Card* sign is not acceptable in place of the required YTA signage.
7. You may attempt to purchase any type of cigarette – you **may not purchase other types of tobacco products**, such as: chew, cigars, bedes, etc. Only attempt to buy a single pack of cigarettes. Do not attempt to purchase loosies. Try to obtain the tobacco without the clerk's assistance. If single packs are not within reach for customers, ask the clerk for it.
8. Be truthful about your age if asked by the clerk. If asked for identification, provide it. *Identification must include both a picture and birth date.* **Do not use false identification.** Also reply that the tobacco is for you if asked. Act natural, and do not reveal the true reason you are purchasing tobacco.
9. If the clerk refuses to sell the tobacco to you, leave the outlet without argument. Record this as an unsuccessful sale on the data collection form.

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10. If the clerk rings up the sale and asks for the money for the purchase **we consider the transaction as a successful sale, a non-consummated buy**. At that point, tell the clerk that you do not have enough money for the tobacco purchase, and walk out of the store.
11. **Do not complete the transaction and purchase of the tobacco product**. Record this as a successful sale on the data collection form. The only time this procedure would change, would be while conducting a consummated check accompanied by a law enforcement officer prepared to give a citation.
12. Your adult chaperone will witness the transaction.
13. When leaving the outlet, do not let the clerk be aware that you and the adult chaperone are together.
14. Complete the worksheet after leaving each outlet. Give to the adult chaperone. *Please note that the current Synar survey form has two categories of reasons for why an outlet was not able to be completed: 1) one category was for an outlet that is considered **ineligible**; and 2) the second was for an outlet that was **eligible, but for some legitimate reason the inspection could not be completed**.*
15. Do not discuss this compliance check with others until all of the survey visits are completed.